

Steps for Employees to Enroll in the SHOP Marketplace

Small business employers with 50 or fewer full-time equivalent employees (FTEs) can apply for health coverage any time through the SHOP Marketplace.

If your employer is in a state **that isn't** running its own SHOP Marketplace, follow the steps below.

If your employer is in a state **that's** running its own SHOP Marketplace, follow your state's application process. To find the SHOP Marketplace in your state, visit the small business [employee's page](#) on HealthCare.gov and select your state from the drop down menu.

1

Create account

- Visit HealthCare.gov/small-businesses, and enter employee information.
- Create username and password.

2

Confirm eligibility

- Log-in and select **VISIT EMPLOYEE MARKETPLACE**.
- Enter your SHOP participation code. If you don't have one, contact your employer.

3

Review offer

- Accept or decline employer's coverage offer.
- Enter employee details and add dependent information if your employer is offering dependent coverage.
- Sign the enrollment application.

4

Select plan(s)

- Review your employer's health plan and dental plan (if offered).
- Review and compare plans if your employer is offering you a choice of plans. Select one health plan and one dental plan (if offered).

5

Complete enrollment

- Review your plan selection(s) and cost. Confirm your plan choice(s) and submit the enrollment application.

